

MINUTES

ILLINOIS DEPARTMENT OF CHILDREN AND FAMILY SERVICES SCAN COMMITTEE MEETING

December 18, 2019, 9:30 a.m. until 12:00 noon

JRTC, 100 West Randolph Street, Room 275, 6th Floor, Chicago and/or
DCFS, 406 East Monroe Street, Video Conf. Room, 7th Floor, Springfield
Teleconference number is 1-888-494-4032 Access Code 2334851996#

Call to order: Chair Diane Scruggs

1. Member attendance:

Phone: Mary Bennet, Maria Glisson, Patricia Martin, Alicen McGowen, Judi Bradley, Jackie Sharp

Springfield: Denise McCaffrey, Shauna McGuire, Mary Jane Forney, Mary Hardy-Hall, V. Crawford

Chicago: Elaine Bailey Johnson, Diane Scruggs, Ann Deuel, Cynthia Savage

Absent: Joe Hemphill, Alice Staley, Jaclin Davis and Delilah Nelson

Staff: Linda Moore, Stephanie Polacheck, Maria Miller

Prior to the start of the meeting, Stephanie answered questions about travel reimbursement.

15 of 19 members attended.

Maria Miller introduced herself. She is currently the Regional Administrator for the Central Region and she is the newly appointed SCAN liaison.

2. **Review and approval of minutes:** August and June 2019 minutes were reviewed. The members unanimously approved the minutes as presented.

Vote on adopting by-laws (last done in 1992) with changes. The by-laws and the draft by-laws were reviewed. "Change executive secretary to liaison" needs to be put in the draft by-laws. Under membership, section 1, add in "members will annually complete the sexual harassment and ethics training". Take out the Open Meetings Act for all members and move it under the Chair's responsibility. Section 2 under membership 3rd paragraph, "Members can be appointed at any time and it is effective on the date of the appointment," Take out, "term effective at the beginning until the next year." Number 11, article 1, purpose, reviewing and commenting on DCFS policy and procedure for implementation. Reviewing, commenting and add "making recommendation on departments policy and procedures." Section 5, article 4, "Meetings" If a member is absent to 2 consecutive meetings without good cause. The director will notify a member of possible termination from the committee. Drop director, insert the chair. Article 3, section 2, chair would be a delete "one year" and insert "3 year" term. The chair's term may be renewed for 1 additional term.

3. **Re-schedule annual file review meeting** – A file review is of interest to the members. The location and topic of this file review were discussed. File review findings can lead to policy recommendations. October 21, 2020 will be the regular file review to be in Springfield. A second one will be done at the scheduled April 15 meeting at the Glen Ellyn Office. Some members are interested in a visit to the Simulation lab. The visit would need to be done separately from the file review due to time constraints. The topics suggested included:
-reviewing hold over placements due to lack of placement step down, but obtaining files may be difficult
-previous topics discussed at the August meeting including SOR reports for Intact services

- daycare funding for foster children
- hotline response time and decisions

The focus of the discussion became conducting a review on cases with 3 or more (SOR) investigations, intact families, ages 0 to 10, regardless of the finding. They would prefer a balance of indicated cases and unfounded cases and a balance between “under 5” and “5 and 10 years old”. Diane asked the members to send Linda information on their travel costs to Glen Ellyn between now and January 15.

4. **Tax Check-off Update**, Meaghan Jorgenson, Deputy Director of Legislative Affairs-DCFS has submitted the request to re-legislate the tax check off. No official answer has been received at this time. A great deal of back up documentation was submitted with the request including what the funds were used for historically. If it goes forward, Megan will come and speak to the group with more details. Diane requested that Stephanie should invite Megan, our legislative advisor, to attend the SCAN meetings unless there is no legislation currently under review.
5. **Director new member appointments**: Shauna McGuire and Jaclin Davis - Shauna introduced herself. She is a pharmacist in Carbondale.
6. **2020 Meeting Dates** - The PCA Conference will be held on October 22 and 23 in Springfield. Ann and Elaine motioned to approve the meeting dates as proposed, it was unanimously approved.
7. **Sex Harassment Training deadline** – All members have completed this except Maria Glisson whose membership status is unclear. Stephanie explained the rules related to membership. Diane is officially renewing Maria’s membership. Alicen McGowan’s membership is renewed by the Director.
8. **Other items** - SCAN may delegate 2 people to attend the Annual Citizens Review National Conference in Ohio. Maria Glisson and Diane Scruggs would like to attend.

A letter has been drafted to the director about committee’s needs, specifying a request for his support to provide for Illinois PCA conference attendance for all members. A clarification is needed on the rules for the number of members that may attend these conferences with registration, mileage and hotel and meals reimbursed. PCA will waive the registration fee for SCAN members. Members would like to know if DCFS will reimburse expenses for attendance at the Black Child Conference? Private funding might be an option. Members may submit travel vouchers for parking and mileage when attending regular meetings.

Future Agenda Items:

1. Director Smith present on DCFS priorities.
2. Visit to the simulation lab.
3. Prepare CRP report for the national meeting.
4. Truckers against human trafficking.
5. Funding for SCAN.
6. New members

9. **Public comments**-none.